United States Agency for International Development
USAID/Afghanistan, Kabul

Date: 05/10/2004
VAC NO: USAID/04/003

USAID is announcing a vacancy for the following position

Computer Operator (Executive Office)

The Computer Operator reports to the USAID/Afghanistan Systems Manager. The incumbent provides LAN operations and end-user support.

BASIC FUNCTION OF THE POSITION:

The Computer Operator reports directly to the USAID/Afghanistan Computer Management Specialist. USAID/Afghanistan, the incumbent will:

1. Day to day operations such as installation of new equipment, software maintenance of existing equipment, LAN troubleshooting, loading of standards and special software applications at users desktop and perform LAN administration functions.

2. Lead for coordinating all vendor related maintenance functions for the various kinds of equipment installed at the Mission

3. Maintain records for the entire ADP hardware/software inventory of the mission and coordinates software upgrades/distribution with the property office for reconciliation, upgrades and disposal.

4. Training of mission staff of new and existing software applications/systems through in-house training programs and outsourcing training.

5. Perform other activities as assigned.

DESIRED QUALIFICATIONS:

Education: Completion of secondary school is required. Some additional ADP operational training is desired OR, a combination of secondary school and ADP technical training equivalent in duration to secondary school completion is acceptable.

Work Experience: Two and a half to three years of progressively responsible experience in combination of clerical and ADP operations work, which has included at lease one year in the operation of a digital computer doing preferable English program automatic data processing, preferable in a U.S. agency.

USAID/Afghanistan, Kabul

Language Proficiency: English proficiency requirements by Level and specialization (sp/read): Level 3 (good working knowledge of) English required, both in speaking and reading.

Knowledge: Technical knowledge of hardware capabilities, computer operation procedures, and computer programs run regularly in a variety of systems sufficient to differentiate normal processing problems form machine problem requiring personal attention.

Skills and Abilities: Ability to perform hardware setups, operational adjustments, and minor maintenance consistent with failure indicators. Ability to apply some programming logistic and to collaborate in testing and debugging new programs and changes to existing programs.

Salary Range: FSN-7

THESE ARE LOCAL HIRE POSITIONS
Applications must be in English. Deadline for submitting applications is 05/27/2004. Applications should be sent electronically, attention to Sameer Lodeen slodeen@usaid.gov or Kamal Paudel kpaudel@usaid.gov and should be submited by the closing date 05/22/2004. Curriculum Vitae, together with a covering letter which includes a job title and should specify skills and educational background. **Female are encouraged to apply.**

USAID IS AN EQUAL OPPORTUNITY EMPLOYER. ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY